



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Redevelopment and Housing Director
Class Code Number	2125

General Statement of Duties

Directs, manages, supervises, and coordinates the programs and activities of the City's Redevelopment and Housing Department, including redevelopment programs, economic development activities, the City's Enterprise Zone program, Revolving Business Loan fund, Housing programs and grants management; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the programs and activities of the City's Redevelopment and Housing Department, including redevelopment programs, economic development activities, the City's Enterprise Zone program, Revolving Business Loan fund, Housing programs and grants management. The work is performed under the supervision and direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over department personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, with occasional visits to a variety of field sites.

Examples of Essential Work (Illustrative Only)

- Directs and manages services and activities of the Redevelopment and Housing Department, including redevelopment programs, economic development activities, the City's Enterprise Zone program, Revolving Business Loan fund, Housing programs and grants management;
- Manages the development and implementation of the City's Redevelopment Agency goals, objectives, policies, and priorities for each assigned service area;

- Administers work plan for the Redevelopment and Housing Department, including developing and implementing Department goals and objectives, establishing priorities for assigned programs, monitoring and evaluating service delivery effectiveness, working with staff to identify and resolve issues, and assigning work activities, projects, and programs;
- Manages the California Enterprise Zone Program, including conferring with and advising members of the business community and the general public of the Eureka Enterprise incentives and guidelines, preparing the Annual Report, responding to survey requests, developing marketing materials and programs, monitoring legislation affecting enterprise zones, and developing rapport with the Trade and Commerce staff;
- Manages economic development grant programs, including developing marketing materials, conferring with and advising the business community and the general public regarding the business loan program and guidelines, preparing legal business loan documents, implementing, monitoring, and reporting funding activities according to grant regulations, preparing RFPs for professional services, and administering grant program consulting services;
- Manages City housing programs, including preparing grant funding applications for City projects and programs in the area of housing and community redevelopment (particularly CDBG and HOME grants); implementing, administering, monitoring and reporting grant funding activities according to applicable grant regulations;
- Serves as liaison for the Redevelopment and Housing Department with other City departments, elected officials, Boards and Commissions and outside agencies, including explaining and providing information regarding the Department's programs, policies and activities, negotiating and resolving sensitive, significant and controversial issues; and implementing and fulfilling the memorandum of understanding between the Redevelopment Agency and City of Eureka;
- Supervises, selects, trains, motivates, and evaluates department personnel, including providing and coordinating training, implementing disciplinary and termination procedures, and correcting performance/work deficiencies;
- Provides a full range of budget services including, preparing and monitoring the annual budget for the department and its various programs, identifying funding needs for staffing, equipment, materials and supplies, monitoring and approving expenditures and implementing adjustments as necessary;
- Provides staff assistance to the City Manager, including preparing and presenting reports and correspondence, responding to inquiries and grievances from the public, and providing recommendations on project development, regulations, and trends that have City impact;
- Keeps City Manager and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Comprehensive knowledge of pertinent Federal, State and local laws, codes and regulations;
- Comprehensive knowledge of the principles, practices, and procedures of a California Redevelopment Agency, economic development and housing programs;
- Comprehensive knowledge of research and report preparation techniques related to a wide variety of economic development, redevelopment and housing programs and projects;
- Comprehensive knowledge of revolving loan program management, including lending procedures and eligibility requirements;
- Comprehensive knowledge of grant writing and administration;
- Comprehensive knowledge of budget preparation and monitoring;
- Comprehensive knowledge of personnel selection, supervision, training, and performance evaluation;
- Thorough knowledge of computer word processing, graphics, and spreadsheet programs;
- Ability to manage, direct, and coordinate the work of supervisory, professional, and technical personnel;
- Ability to prepare comprehensive reports, findings, and recommendations;
- Ability to evaluate and assess the impact of legislation on economic development, redevelopment and housing program issues and activities;
- Ability to interpret, explain and apply applicable laws, policies and procedures of economic development, redevelopment and housing programs and activities;
- Ability to collect, analyze, and present in an understandable fashion, complex financial, statistical and technical data pertaining to economic development, redevelopment and housing program issues and activities;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Public Administration, Business Administration, Economics or a related field;
- At least seven years responsible economic development, redevelopment and housing program experience, with considerable supervisory experience.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and occasionally have access to a variety of field sites.

Approved by:_____ Date:_____